

Memo to Vaccine Providers Returning and Picking up Vaccine at The Wellness Company

As of January 8, provider's offices throughout the state have requested to return 1,300 doses of H1N1 vaccine. This is expected to continue as providers finish vaccinating patients and reevaluate their vaccine needs. The Wellness Company will be able to receive and store the returned vaccine until it is redistributed to other providers or agencies, but **the return must first be authorized by The Rhode Island Department of Health (HEALTH)**. The following are the steps vaccine providers should take to return any unused, viable doses of H1N1 vaccine to The Wellness Company:

1. Fill out an H1N1 Return of Viable Vaccine Form for authorization by HEALTH prior to returning vaccine to The Wellness Company. The form should be faxed to HEALTH at 401-222-3805. Please note that the minimum number of vaccine doses that can be returned is 20.
2. Once the request has been confirmed, HEALTH will forward a copy of the authorized H1N1 Return of Viable Vaccine Form to the vaccine provider. Providers then need to contact The Wellness Company at 401-461-0662 to schedule a time to return the viable, unused doses of vaccine.
3. When transporting vaccine, providers must maintain the cold chain according to the guidelines set by the Centers for Disease Control, and Prevention (CDC) and the authorized H1N1 Return of Viable Vaccine Form must accompany the returned vaccine. Any lot number that has not been authorized by HEALTH will not be accepted by The Wellness Company.

Any provider who is contacted by HEALTH or The Wellness Company regarding the availability of re-allocated vaccine must schedule a pick up time with The Wellness Company. The provider/practice is required to bring a cooler and gel packs (according to established CDC guidelines) to maintain the cold chain while transporting vaccine back to their facility.

In addition to regular reporting, vaccine providers are also responsible to report the number of doses on-hand (or physical inventory) each week when they report their doses administered for the previous week by 11:59 p.m. each Monday.

Please note that if your office will be closed on Monday, January 18 for Martin Luther King, Jr. Day, make sure you report before then.

More detailed instructions on this process, as well as an H1N1 Return of Viable Vaccine Form, are attached to this email.

Attachments:

1. [H1N1 Return of Viable Vaccine Form](#)
2. [Information Regarding Transporting Vaccine](#)
3. [Refrigerated and Frozen Pack Needs](#)
4. [Maintaining the Cold Chain During Transport](#)